

SFC Kelley - DDO cell (1LT Greene, SFC Horner, AUC Team)
 SSG Reyes - DA cell (SFC Talar/SSG Fleck + 2 cashiers)

ELEMENT:

TASK: Perform Disbursing Operations (14-2-8002)
 (DODFMR 7000.14-R, VOL 5) (AR 37-64)

(DFAS-IN REG 37-1)

ITERATION:

1 2 3 4 5

(Circle)

COMMANDER/LEADER ASSESSMENT:

T P U

(Circle)

CONDITIONS: The Financial Management (FM) Company is deployed in support of units engaged in full spectrum operations. The FM Company has stationed its subordinate FM Detachments throughout the company's area of responsibility. FM Detachments provide support on an area basis to all United States units and allied and coalition forces (with funding agreements) operating in or passing through their support area, as appropriate. Allocation of funds has been coordinated with the theater Financial Management Center (FMC). Soldiers and commercial vendors require cash and check payments to complete mission requirements. Direct, indirect, and day-rate foreign national personnel have been hired and must be paid. Coalition elements operating in the area may also have requirements for funding support for the procurement of supplies and services. All tactical standing operating procedures and necessary support agreements with coalition forces are available. The Financial Management Tactical Platform and other automated systems and software will be employed in support of operations as applicable. Threat capabilities include information gathering and possible isolated attacks by terrorist suicide bombers. This task should not be trained in MOPP4.

TASK STANDARDS: Disbursing operations are performed in accordance with DODFMR 7000.14-R, Volume 5 and command directives. Cash, negotiable instruments, paid vouchers, and disbursing records are secured and maintained with 100 percent accountability.

| TASK STEPS AND PERFORMANCE MEASURES | | GO | NO-GO |
|---|--|----|-------|
| * 1. FM Company/Detachment Commander supervises disbursing operations. | | X | |
| a. Receives assigned mission. | | | |
| b. Obtains theater specific policies for disbursing operations. | | | |
| c. Issues mission requirements and theater policies to staff and subordinate elements. | | | |
| d. Determines designations and locations of supported units. | | | |
| e. Coordinates life support for financial management support teams deployed with supported elements, as required. | | | |
| * 2. FM Company/Detachment Commander obtains public funds. (805A-44A-6110, 805A-44A-6112, 805A-44C-4902) | | X | |
| a. Verifies daily cash requirements in US or foreign currency. | | | |
| b. Requests funds (US or foreign, as needed) for official cash disbursements from the FM Company Disbursing Section, designated depository, or theater banking facility, as applicable. | | | |
| c. Receives and accounts for US and foreign monies. | | | |
| * 3. FM Company/Detachment Commander executes supplemental agreements with allied commanders for the provision of the advance of funds. (805A-44C-4902) | | X | |
| a. Establishes controls for advancing of funds in US or foreign currency, as applicable. | | | |
| b. Requests clearance from higher echelon prior to issuing advances to disbursing officers of allied units. | | | |
| c. Ensures provisions for settlement of advances are included in the supplemental agreement. | | | |
| d. Maintains appropriate records of bulk and individual Soldier disbursements. | | | |

| TASK STEPS AND PERFORMANCE MEASURES | GO | NO-GO |
|---|----------|-------|
| <p>④ FM disbursing personnel operate US treasury check operations. (805A-44C-1453, 805A-44C-4412, 805A-44C-4902)</p> <p>FMCO</p> <ul style="list-style-type: none"> a. Process request for blank checks from FM Company Disbursing Section. b. Establish procedures to inventory checks when received and twice daily thereafter. c. Issue checks for payment of vouchers or in exchange for cash for deployed Soldiers or to replenish cash IAW technical standing operating procedures (SOP). d. Report voided, spoiled, canceled, undeliverable, lost, substituted, and forged checks to Disbursing Section Chief. e. Report checks issued to Disbursing Section Chief. - FMCO | X | |
| <p>* 5. FM Company/Detachment leaders supervise disbursing operations. (805A-44A-7108, 805A-44C-4102, 805A-44C-4412)</p> <ul style="list-style-type: none"> a. Clear all cashiers daily. b. Identify requirements for advancing funds. c. Safeguard funds, negotiable instruments, and documents. d. Supervise the destruction of funds in the event of an emergency. e. Supervise maintenance of the check register. f. Supervise maintenance of the Daily Agent Accountability Summary, DD Form 2665. g. Supervise the preparation of cash advances. | X | |
| <p>DFAS Function</p> <p>⑥ FM personnel provide financial support to DOD civilians.</p> <p>FMCO</p> <ul style="list-style-type: none"> a. Review DOD civilian pay requests against theater and Designated Finance Support Activity (DFSA) policies concerning pay of DOD civilians. b. Process all authorized pay actions. c. Prepare necessary vouchers for payment. d. Forward completed pay actions to DFSA. e. Forward unresolved pay inquiries to the FM Company Disbursing Section or DFSA, as appropriate. f. Maintain required accounting records. | Not eval | |
| <p>FMCO</p> <p>7. FM personnel provide financial support for local national payments. (805A-44C-1005, 805A-44C-1007, 805A-44C-1454, 805A-44C-3013, 805A-44C-4102)</p> <ul style="list-style-type: none"> a. Review local national pay requests against theater and DFSA pay policies. b. Review internal control procedures. c. Determine foreign national pay support requirements from supported units. d. Provide guidance to staff and subordinate elements. e. Coordinate pay activities with supported units. f. Process all authorized pay actions. g. Verify accuracy of payrolls and/or vouchers. h. Verify authorized identification documents. i. Maintain required accounting records. | Not eval | |
| <p>DA MC/DC</p> <p>* 8. FM Company/Detachment Commander processes irregularities in the account. (805A-44C-4103, 805A-44C-4412)</p> <ul style="list-style-type: none"> a. Reports physical losses to higher headquarters. b. Verifies illegal, improper, or incorrect payments or procedures. c. Accounts for losses by exchange. | X | |
| <p>9. FM personnel perform banking functions when banking facilities are not available. (805A-44C-4412, 805A-44C-4902)</p> <ul style="list-style-type: none"> a. Maintain control over negotiable instruments to limit currency on the battlefield. | Not eval | |

| TASK STEPS AND PERFORMANCE MEASURES | | GO | NO-GO |
|---|--|----|-------|
| b. Employ local command policy for check cashing. c. Sell US Treasury checks. | | | |
| 10. FM personnel accept collections. a. Verify collection vouchers (DD Form 1131, Cash Collection Voucher, DD Form 634, Receipt for Miscellaneous Collections, DD Form 707, Report of Deposits) for accuracy and completeness. b. Annotate collection voucher control log IAW DoDFMR Volume 5. c. Process collection vouchers. d. Obtain signature of Detachment Commander/Sergeant (Deputy) on collection vouchers. e. Verify total of collection voucher control log against the total of collections reported on DD Form 2659, Voucher Control Log. | | X | |
| 11. FM personnel make disbursements. a. Compare identification to voucher for payee. b. Process cash disbursements (including combat payments). c. Verify vouchers for required information, legibility, and accuracy. d. Balance out at the end of each business day. e. Process paid vouchers through the higher headquarters disbursing activity. | | X | |
| 12. FM personnel issue check payments. (805A-44C-4412) a. Compare check with voucher for payee, amount, and check number. b. Block checks for verification and signature. c. Process paid vouchers through the higher headquarters disbursing activity. | | X | |
| 13. FM personnel prepare finance documents and records. a. Maintain a check register, DD Form 115 , Military Payroll Money List. b. Maintain DD Form 2665, Daily Agent Accountability Summary. c. Maintain financial files. d. Maintain a DD Form 2657, Daily Statement of Accountability, if operating as a separate Disbursing Station Symbol Number (DSSN). | | X | |
| 14. FM personnel assist with processing Enemy Prisoner of War (EPW) accounts. a. Process DD Form 1131, Cash Collection Voucher, for confiscated EPW funds IAW technical SOPs. b. Deposit unclaimed currency (US, foreign) in appropriate account IAW technical SOPs. c. Secure detainee's currency (US, foreign) or negotiable instruments. d. Notify military intelligence activity if large sums of allied or U.S. currency are confiscated. e. Clear appropriate account IAW technical SOPs. | | | |

Review with
no EPW's.

signature

-roll up EDM

not Eval

| TASK PERFORMANCE / EVALUATION SUMMARY BLOCK | | | | | | | |
|---|----|---|---|---|---|--|-------|
| ITERATION | 1 | 2 | 3 | 4 | 5 | | TOTAL |
| TOTAL TASK STEPS EVALUATED | 10 | | | | | | |
| TOTAL TASK STEPS "GO" | 10 | | | | | | |
| TRAINING STATUS "GO"/"NO-GO" | Ø | | | | | | |

*** indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

| Task Number | Task Title | References |
|---------------|--|--------------------|
| 805A-44A-6110 | Determine Cash Holding Requirements | STP 14-44A-OFS |
| 805A-44A-6112 | Obtain Funds for Disbursing Purposes | STP 14-44A-OFS |
| 805A-44A-7108 | Review Internal Control Procedures for Adequacy | STP 14-44A-OFS |
| 805A-44C-1005 | Record Data from Expenditure Accounting Documents | STP 14-44C14-SM-TG |
| 805A-44C-1007 | Record Data from Miscellaneous Accounting Documents | STP 14-44C14-SM-TG |
| 805A-44C-1453 | Enter Check Write Transactions | STP 14-44C14-SM-TG |
| 805A-44C-1454 | Enter Cashier Transactions | STP 14-44C14-SM-TG |
| 805A-44C-3013 | Apply Administrative Control of Funds Procedures | STP 14-44C14-SM-TG |
| 805A-44C-4102 | Safeguard Public Funds | STP 14-44C14-SM-TG |
| 805A-44C-4103 | Process a Loss of Funds | STP 14-44C14-SM-TG |
| 805A-44C-4412 | Verify Prepared Treasury Checks | STP 14-44C14-SM-TG |
| 805A-44C-4902 | * Perform Financial Management Detachment Operations | STP 14-44C14-SM-TG |

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

